



# Department of Defense

## INSTRUCTION

**NUMBER** 8910.01  
March 6, 2007

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ASD(NII)/DoD CIO

**SUBJECT:** Information Collection and Reporting

- References:
- (a) DoD Directive 8910.1, "Management and Control of Information Requirements," June 11, 1993 (hereby canceled)
  - (b) Acting Deputy Secretary of Defense Memorandum, "DoD Directives Review – Phase II," July 13, 2005
  - (c) DoD Directive 5144.1, "Assistant Secretary of Defense for Networks and Information Integration/DoD Chief Information Officer (ASD(NII)/DoD CIO)," May 2, 2005
  - (d) Chapter 35 of title 44, United States Code
  - (e) through (n), see Enclosure 1

### **1. REISSUANCE AND PURPOSE**

This Instruction:

- 1.1. Reissues Reference (a) as a DoD Instruction in accordance with the guidance in Reference (b) and the authority in Reference (c).
- 1.2. Establishes and reissues policies and assigns responsibilities for the collection of information and the control of the paperwork burden consistent with Reference (d).
- 1.3. Continues to authorize publication of DoD 8910.1-M, (Reference (e)) by the Director, Washington Headquarters Services (WHS), in accordance with DoD 5025.1-M (Reference (f)).

### **2. APPLICABILITY AND SCOPE**

This Instruction applies to:

- 2.1. The Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other

<b>Report Documentation Page</b>			Form Approved OMB No. 0704-0188	
<p>Public reporting burden for the collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to a penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p>				
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organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components").

2.2. Information collected from sources external to the Federal Government, as well as internally in the Department of Defense.

2.3. The collection of information to satisfy statutory, congressional, and approved interagency information requirements, and those in support of all management functions, unless excluded in Reference (e).

### **3. DEFINITIONS**

Terms used in this Instruction are defined in Enclosure 2.

### **4. POLICY**

It is DoD policy that:

4.1. Prior to collecting information, users requiring the information shall ensure that the information to be collected is not duplicative of information already available. When information is not already available, users shall ensure that:

4.1.1. Other methods (e.g., statistical sampling) that will minimize the information collection burden cannot be used.

4.1.2. The information collection request is valid, accurate, and essential to the mission of the user's organization.

4.2. Information collection requirements shall be designed to meet only essential needs and be as infrequent as feasible, with reasonable due dates. The number of copies to be prepared shall be held to a minimum. One-time information collection requirements may not be imposed when the need for a recurring information collection requirement is indicated.

4.3. Information collected from the public as defined in Reference (d), DoD Components, and other Federal Agencies shall be minimized, accounted for, and controlled.

4.3.1. Part 1320 of Title 5, Code of Federal Regulations (Reference (g)), directs that public information collections be submitted to the Office of Management and Budget (OMB) for approval and assigned an OMB control number, and that an annual information collection budget of burden hours be developed and submitted to the OMB.

4.3.2. Information collection requirements that are within the sponsoring DoD Component shall be approved and assigned a Component information control symbol.

4.3.3. DoD internal information requirements, where information across DoD Components is collected, shall be approved and assigned an information control symbol at the Office of Secretary of Defense (OSD) Component level. If the DoD Component is other than an OSD Component, the DoD Component must obtain an OSD sponsor.

4.3.4. Interagency information collection requirements, where the Department of Defense is the requesting agency, shall be approved and assigned an information control symbol at the OSD Component level.

4.4. Information collection requirements that have not been properly approved and symbolized shall not be honored.

4.5. Collections of information that contain personal information on individuals require special handling under DoD Directive 5400.11 (Reference (h)). Such information included in the proposed collection of information shall be accessible to the public, only as prescribed by DoD Directive 5400.7 (Reference (i)). To ensure personal information in electronic form is only acquired and maintained when necessary, and that the supporting information technology that is being developed and used protects and preserves the privacy of the American public, privacy impact assessments shall be conducted in accordance with DoD Privacy Impact Assessment (PIA) Guidance (Reference (j)).

4.6. When the information collection requirement has been approved and symbolized, and the information is collected, it shall be made visible, available, and usable to any potential authorized user.

## **5. RESPONSIBILITIES**

5.1. The Assistant Secretary of Defense for Networks and Information Integration/DoD Chief Information Officer (ASD(NII)/DoD CIO) shall, consistent with the guidance prescribed by OMB:

5.1.1. Develop and issue DoD-wide policies related to internal DoD, interagency, and public information collection activities.

5.1.2. Establish goals, consistent with critical mission needs, to reduce the number and frequency of OSD-prescribed internal information collection requirements.

5.1.3. Oversee the accomplishment of DoD information collection reduction goals.

5.1.4. Approve and issue the DoD information collection budget and monitor its execution.

5.2. The Under Secretary of Defense for Personnel and Readiness shall, before submission to the Director, WHS, approve surveys requiring participation of personnel in any DoD

Component, other than the sponsoring Component, as prescribed by DoD Instruction 1100.13 (Reference (k)).

5.3. The Director, WHS, shall:

5.3.1. Develop, coordinate, and publish Reference (e) consistent with the policies and guidance contained herein, and in accordance with Reference (f).

5.3.2. Establish an OSD information collection control activity to:

5.3.2.1. Maintain and distribute an index of approved information collections that is updated monthly on the WHS Information Management Division Web site located at:  
<http://www.dtic.mil/whs/directives/infomgt/imd.htm>.

5.3.2.2. Serve as the DoD clearance office and the office of record for DoD public information collection requirements, in accordance with References (d) and (g).

5.3.2.3. Serve as the office of record and approval authority for OSD-prescribed internal information collection requirements to include interagency collection requirements imposed by the Department of Defense, in accordance with guidance in References (d), (e), and (g), as well as 10 U.S.C. 1782 (Reference (l)), OMB Circular A-130 (Reference (m)), and this Instruction.

5.3.3. Process information collection requirements submitted by the OSD staff after the staff has performed an assessment of ongoing information collection requirements.

5.3.4. Develop and coordinate the information collection budget.

5.4. The Heads of DoD Components and the OSD Principal Staff Assistants shall:

5.4.1. Ensure that users justify new information collection requirements before submission for approval to ensure that the information is not already available from other sources. Ensure that data is not duplicated or unnecessarily generated to reduce costs.

5.4.1.1. Evaluate and screen each data element in an information collection requirement against information in existing information collection requirements to determine whether such existing information can satisfy the requirement.

5.4.1.2. Subject each new or revised information collection requirement to a cost analysis. An estimate or actual cost of obtaining the information shall be developed by the requester in accordance with Reference (e).

5.4.2. Determine whether the information is releasable from the Component to the other Federal Agencies.

5.4.3. Establish an information requirements control activity under the DoD Components' Chief Information Officer or representative to:

5.4.3.1. Serve as the principal point of contact on the various information collection requirements programs.

5.4.3.2. Ensure information collection requirements that include research involving human subjects are reviewed in accordance with the requirements of DoD Directive 3216.2, "Protection of Human Subjects and Adherence to Ethical Standards in DoD-Supported Research" (Reference (n)).

5.4.3.3. Provide for the efficient and effective management and control of information collection requirements.

5.4.3.4. Process, symbolize, and cancel DoD Component internal information collection requirements, where applicable. Ensure information control symbols assigned by a higher level shall not be assigned a different DoD Component information control symbol by a lower level organization.

5.4.3.5. Notify the office requesting the information that approval and the assignment of an information control symbol must be obtained before the information can be collected.

5.4.3.6. Submit respective information collection budgets through the DoD Clearance Officer in the WHS Information Management Division to the ASD(NII)/DoD CIO.

5.4.3.7. Submit requests for public, internal (e.g., across DoD Components), and interagency information collection requirements to the DoD Clearance Officer in the WHS Information Management Division.

5.4.3.8. Maintain an up-to-date index of approved information collection requirements.

5.4.4. Respond only to those information collection requirements that have been symbolized; that is, assigned an information control symbol, or an OMB control number, or exempted, consistent with Reference (e).

5.4.5. Establish goals, as appropriate, consistent with critical mission needs, for reduction in the number or frequency of their internally prescribed information collection requirements.

5.4.6. Ensure that the Component assesses its information collection requirements no less frequently than every 3 years to ensure they are still valid and adequate. Actions shall be taken to accomplish modifications, cancellations, or new initiatives identified during the review. The results shall be communicated to the information requirements control activity. The DoD Component should consider the assignment of expiration dates to information collection requirements to avoid the workload burden of obtaining re-approval of their information collection requirements.

## **6. INFORMATION REQUIREMENTS**

The Heads of the DoD Components are authorized to approve, symbolize, or exempt their own prescribed internal information collection requirements. These are collections of information that do not extend outside the Component.

## **7. EFFECTIVE DATE**

This Instruction is effective immediately.



John G. Grimes  
Assistant Secretary of Defense for Networks  
and Information Integration/DoD Chief  
Information Officer

Enclosures - 2

- E1. References, continued
- E2. Definitions

**E1. ENCLOSURE 1**

**REFERENCES, continued**

- (e) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 1998
- (f) DoD 5025.1-M, "DoD Directives System Procedures," March 2003
- (g) Title 5, Code of Federal Regulations, Section 1320
- (h) DoD Directive 5400.11, "Department of Defense Privacy Program," November 16, 2004
- (i) DoD Directive 5400.7, "DoD Freedom of Information Act (FOIA) Program," October 28, 2005
- (j) ASD(NII)/DoD CIO Privacy Impact Assessment (PIA) Guidance, October 28, 2005<sup>1</sup>
- (k) DoD Instruction 1100.13, "Surveys of Department of Defense Personnel," November 21, 1996
- (l) Section 1782 of title 10, United States Code
- (m) Office of Management and Budget (OMB) Circular A-130, "Management of Federal Information Resources," November 28, 2000<sup>2</sup>
- (n) DoD Directive 3216.2, "Protection of Human Subjects and Adherence to Ethical Standards in DoD-Supported Research", March 25, 2002

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<sup>1</sup> This document is available at the following Web site: <http://www.dod.mil/cio-nii/cio/pia.shtml>.

<sup>2</sup> This document is available at the following Web site:  
<http://clinton4.nara.gov/OMB/circulars/a130/a130trans4.html>.

**E2. ENCLOSURE 2**

**DEFINITIONS**

E2.1. **Burden**. The total time, effort, or financial resources expended for:

E2.1.1. Reviewing instructions.

E2.1.2. Acquiring, installing, and utilizing technology and systems.

E2.1.3. Adjusting the existing ways to comply with any previously applicable instructions and requirements.

E2.1.4. Searching data sources.

E2.1.5. Completing and reviewing the collection of information.

E2.1.6. Transmitting, or otherwise disclosing the information.

E2.2. **Collection of Information**. Obtaining or causing to be obtained, soliciting, or requiring of facts or opinions regardless of form/format used.

E2.3. **DoD Component Internal Information Requirements**. DoD Component internal information requirements are those information requirements that are internal to a particular DoD Component and approved by that Component. Examples of these would be OSD internal, Army internal, Air Force internal, Navy internal, DLA internal, etc.

E2.4. **DoD Internal Information Requirements**. DoD internal information requirements are those information requirements that require the collection of information from two or more DoD Components and require approval by the DoD Internal Reports Manager, who resides in WHS. Examples of these would be if a survey draws subjects from two or more Military Services, or if a survey draws subjects from a Military Service and another OSD Component.

E2.5. **Information**. Any communication or representation of knowledge such as facts, data, or opinions in any medium or form, including textual, numeric, graphic, cartographic, narrative, or audiovisual forms. (See Reference (m))

E2.6. **Information Collection Budget**. An annual comprehensive budget of burden hours for all collections of information from the public to be conducted or sponsored by a Federal Agency in the succeeding 12 months.

E2.7. **Information Requirements Assessment**. The analysis of ongoing information requirements to ascertain the need for the information, the cycle of reporting, the timeliness of the requirement, the accuracy of the information, and the cost-effectiveness of the requirement.

E2.8. Interagency Information Collection Requirement. Any requirement that involves collecting information from or providing information to a Federal Agency from one or more other Federal Agencies. Interagency information collection requirements, where the Department of Defense is the requesting agency, are approved through the DoD internal information requirements process.

E2.9. Privacy Impact Assessment (PIA). The analysis of how information is handled:

E2.9.1. To ensure handling conforms to applicable legal, regulatory, and policy requirements regarding privacy.

E2.9.2. To determine the risks and effects of collecting, maintaining, and disseminating information in identifiable form in an electronic information system.

E2.9.3. To examine and evaluate protections and alternative processes for handling information to mitigate potential privacy risks.

E2.10. Sponsor. A sponsoring agency is one that causes another agency to collect information, contracts or enters into a cooperative agreement with a person to collect information, or requires a person to provide information to another person, or otherwise causes another person to obtain, retain, solicit, or require the disclosure to third parties or the public of information by or for an agency.

E2.11. Surveys of Persons. Systematic data collections, using personal or telephonic interviews, or self-administered questionnaires paper or Web-based from a sample of 10 or more persons as individuals or representatives of agencies that elicit attitudes, opinions, behavior, and related demographic, social, and economic data to identical questions that are to be used for statistical compilations for research and/or policy assessment purposes.